

Providence Community Library
Board of Directors Minutes
July 19 2010
Knight Memorial Library 275 Elmwood Ave in Providence,

1. Welcome and Call to order.

The meeting was called to order by PCL President Marcus Mitchell at 6:05 pm. Secretary Linda Kushner took a roll call of the board members, noting that 14 trustees were present making a quorum.

Present: Christian Caldarone, Joan Dagle, Althea Graves, Peter Karczmar, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson, Cyndie Wilmot, Ken Wise.

Absent: Dale Gorton, Alan Gunther, Owen Johnson, Ann Keefe, Kara Neymeyr, Alix Ogden

Mark McKenney moved to accept the June minutes, Peter Karczmar seconded, all in favor, motion passed.

2. Executive Director's Report.

See attached report.

3. Development Report. (Steve Kumins, Dev. Director)

To date we have raised over \$250,000, split almost evenly between individual donations and foundations.

We ended the year with grants from the Ida B Littlefield Trust (5k), the John Clark Trust (6k) both of which were for programming, and the State Council on the Arts (\$3,500) for our upcoming comics workshop.

South Providence and Wanskuck Libraries have also each received legislative grants of \$1,000 through State Senator Harold Metts.

4. Treasurer's Report. (See attached report of June 30, 2010).

Our audit by Aaronson Lavoie Streitfeld Diaz & Co., P.C., begins this week.

Our administrators have done a “cost-allocation policy” analysis on their jobs to estimate how much time is devoted to administrative tasks versus programmatic tasks. Ann spends an estimated 30% of her time on programs, Sue spends an estimated 40% while both Laura and Steve are at 100%.

We’ve received 92% of our income and have spent 90% of our budget, about 4.4 million. We have a \$120,000 surplus.

We’ve received 3.3 million of the 3.5 million promised by the city.

Next year, our allocation from the state will be lower than it was previously. Items like salaries and rent are known quantities for us but some items are unknowns, maintenance of the buildings being one of the biggest.

We will need to get the new mayor and new city council members to commit their support to the community libraries going forward.

Joan Dagle moved to accept the Treasurer’s Report, Marcus Mitchell seconded, all in favor, motion passed.

5. Personnel Report.

Job descriptions for our staff are being worked on and are close to being completed.

Ann will be doing evaluations for the administrative staff and the three regional supervisors.

Ann and Laura will also be having meetings at each library with all of their staff to answer questions and take feedback.

6. Facilities Report.

City Councilman Terrence Hassett has offered his help in finding a solution to the air conditioning problem at Smith Hill Library. We will be pursuing this issue with him. While Smith Hill and Knight Memorial both have issues in the summer due to lack of AC, Smith Hill is much more “do-able” in terms of fixing the problem.

8. Friends.

All libraries now have their own friends group with a representative to the board.

Each library and friends group had a birthday celebration on July 1st, which went well all over. Thanks to Dave Dvorchak and Whole Foods Market for arranging extra cakes, which was a big help.

This will be Peter Karczmar's last PCL Board meeting, there will be a new rep from Knight Memorial to take his place. He has too many commitments at the moment but think it's amazing what our organization has done in the past year and that it has been an honor for him to be on the board.

Washington Park is planning a "Summer Reading" party on August 19th and please stay tuned for karaoke happening at Olneyville in September.

9. New Business.

We will be forming a "Nominations Committee" which people will serve on for a limited time and everyone will recruit and train their own replacements.

We also need to form a "Board Development Committee", which will be chaired by Mark McKenney, who will make the appointments to it.

Mark McKenney moved to form the Board Development Committee, Patricia Raub seconded, all were in favor, motion passed.

10. Public Comment.

There was no public comment.

10. Adjournment.

Marcus Mitchell called for a motion to adjourn. Christian Caldarone moved to adjourn. The motion was seconded by several people and passed unanimously. The meeting adjourned at 7:35pm.

Respectfully submitted,

Linda Kushner
Secretary of the Board